



**CITY OF ST. LOUIS
DEPARTMENT OF FINANCE
OFFICE OF THE SUPPLY COMMISSIONER**

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**ADDENDUM NO. 1
BID OPENING: July 8, 2014**

TO: ALL BIDDERS
FROM: JOHN CASSIDY, BUYER
DATE: June 20, 2014
RE: RFQ 32014Q0077, Office Furniture

This addendum is issued prior to bid opening to provide information based on a questions received.

Question: Line item 0001. You state: 5 shelf unit 36"X13-3/4"X64-14" (W-D-H), 6 openings only...
The 5 shelf unit is actually 75-7/8" high...Please advise.

Answer: Change item from a 5 shelf unit to a 2 shelf unit. Bid standard size.

Question: Line item 0003. Mahogany supervisors desk; rectangular double pedestal. Regarding the pedestals; are the pedestals to be suspended (from the desk) box/file, or full height Box/Box/File pedestals?

Answer: Suspended pedestals preferred.

Question: Line item 0007. 3 drawer lateral file. What width are you looking for? 36",42",48"...?

Answer: 42"

Question: Line item 0008. Table to hold mail slots. I assume you are using an existing mail slots unit to go on this table?
Do you know what kind of weight this table will need to hold? If you would like a quote on the entire unit;
mail sorter & table, please let me know.

Answer: Table only-we have the mail slots, which weigh about 25 lbs.

Question: Item(s) 0009-0010: Under "color" you just have "navy". I assume this is the fabric? There is nothing
Specified for "frame" finish. Possibly "black"...? Please advise.

Answer: Navy fabric. Black frame finish is fine on the chairs.

All bidders must attach this form to the original Bid/Quote Form. This completed, signed form will serve as acknowledgement
that this information has been received.

ADDENDUM RECEIVED AND ACKNOWLEDGED

Name of Firm

Representative

Signature

Date